**Retrospective of Sprint 1: Group 4**

**Scrum master of the sprint: Thorsten**

**Successful:**

* Productive everyday meetings of good quality. Discussed the project a lot which was very helpful in understanding the task.
* Held extra meetings besides the daily meetings to discuss issues that were encountered and to solve them together.
* Frequent and organised use of excel file.
* A very good lead by the scrum master (Thorsten), who took initiative to run the meetings, lead discussions and contribute to helping us collaborate as a group.
* Berk contributed a lot to the coding of the project; he was very knowledgeable and helpful.
* Throughout the sprint we grew as a team. We learned about each other's strengths, weaknesses, and needs and adapted accordingly.
* We asked questions and made a good effort to try and understand the expectations and to get explanations from the product owner.

**What went wrong:**

* At the start of the sprint we had many misunderstandings regarding the project.
* We did not understand what was expected from us regarding GitHub.
* We understood that we should design our own model, and spent many meetings discussing and planning tasks around this idea.
* Created too many small tasks for the sprint.
* We didn’t ask enough questions when things were misunderstood among the group.
* Relied too much on scrum master to run meetings, lead discussion, and assign/explain tasks.
* In the daily meetings there were times where not everyone was paying attention.

**Actions to improve:**

* To have meetings in presence rather than virtually as those were more productive.
* Skillset of participants. We come from different backgrounds so must learn GitHub and make a stronger effort to ask team members for help if necessary.
* Summarize tasks into ones with a measurable output.
* Speak up when things aren’t completely clear and ask more questions.
* Work independently of the group, and especially of the scrum master.
* Assign ourselves tasks at the beginning of the sprint rather than waiting until daily meetings.
* Be more proactive to speak up in group discussions.
* Update scrum board as soon as task is completed/in progress etc.
* Focus and actively participate in meetings.